

Community Rehabilitation Program Manual

Per the [Rehabilitation Act of 1973](#), as amended by the [Workforce Innovation and Opportunity Act \(WIOA\)](#), a Community Rehabilitation Program (CRP) “...means an agency, organization, or institution or unit of agency, organization, or institution, that provides directly or facilitates the provision of vocational rehabilitation services as one of its major functions.”

Application

Any agency, organization, or institution or unit of agency, organization, or institution shall complete or provide the following:

1. OVR Vendor Application
2. Proof of Business ID or LLC/Corporation paperwork
3. Articles of Incorporation (if applicable)
4. Agency Policy and Procedures
5. Agency Bylaws
6. Organizational Structure
7. Liability Insurance/Certificate of Insurance
8. List of Board of Directors (if applicable)
9. Proof of Workers Compensation
10. CARF Survey Report (if applicable)
11. Agency hiring procedures
12. Education requirements
13. Samples of Agency Documentation (i.e., Referral Form, Invoice, Evaluations, Curriculums, Notes).

Denied Applicant

If an applicant does not meet all aspects of the CRP definition, OVR will provide a denial in writing.

Approved Applicant

Any agency, organization, or institution or unit of agency, organization, or institution that has been approved by OVR to provide services as a CRP shall:

1. Ensure they are a registered vendor
 - a. To register, contact OVRVendor@ky.gov
2. Sign a Memorandum of Agreement
3. Complete a CRP Application Addendum and submit to OVRCRP@ky.gov when:

- a. Adding a service
- b. Discontinuing a service
- c. Change of name, tax ID number, address, phone, or email
- d. Staff updates, new employees and employees who no longer work with agency
- e. Change in geographic service area

Assessment

For an individual to provide and be reimbursed for Vocational Evaluation services to the Kentucky Office of Vocational Rehabilitation, the evaluator must be employed by a provider who is an approved Office of Vocational Rehabilitation Community Rehabilitation Program and meet one of the following criteria

1. Current certification with the Registry of Professional Vocational Evaluators.
2. Current listing as a Certified Vocational Evaluator (currently maintained by Commission on Rehabilitation Counselor Certification, previously Commission on Certification of Work Adjustment and Vocational Evaluation Specialists.
3. Vocational Evaluation Program currently accredited by Commission on Accreditation of Rehabilitation Facilities.
4. Certified Rehabilitation Counselor.
5. Master's degree in vocational evaluation or rehabilitation counseling, or related field and one year of full- time experience in conducting vocational evaluations of persons with disabilities. *
6. Bachelor's degree in rehabilitation counseling, psychology, sociology, or related field with coursework that includes a primary focus (at least one-third) in four of the five following content areas and two years of full-time employment conducting evaluations of persons with disabilities*

Principles of Vocational Evaluation to include philosophy, delivery modes, behavior observations and ethical issues and standards of practice,

Standardized Assessment to include administration and interpretation of standardized tests and instruments including principles of measurement such as norms, validity, and reliability,

Occupational Information to include assessment of work environments, job demands, and labor market research and analysis as well as techniques to facilitate job accommodations and placement,

Implications of Disability to include medical, psychiatric and psychosocial aspects of disabilities,

Professional Communications to include professional interactions, counseling and interviewing skills as well as report development and preparation.

Note: Transcripts must be provided if selecting options five or six.

*Must complete a minimum of 100 hours of continuing education hours over a five (5) year period.

If the CRP is required to travel more than 25 miles to conduct the assessment, then the mobile assessment fee may be utilized. The mobile assessment shall be determined by the consumer, counselor, and CRP and authorized in advance.

Mobile Assessment Fee: \$50

Expenditure Code: 10P

Comprehensive Vocational Evaluation

The Comprehensive Vocational Evaluation (CVE) is a tool to assist in determining eligibility and/or researching vocational potential to plan a program for rehabilitation services that shall maximize a positive employment outcome.

A CVE shall be utilized for an individual who does not have enough existing information to determine eligibility for OVR services or someone who has yet to determine an appropriate vocational goal. The CVE provides insight into the individual's vocational interests and capacities, as well as provides suggestions for vocational goals.

Responsibility of OVR

OVR shall provide the CRP with any existing pertinent medical and/or other information, in compliance with HIPPA standards, at the time of the referral with written consent of the consumer.

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

OVR shall inform the CRP CVE evaluator of any specific questions that need to be addressed in the evaluation. These results shall be discussed with the consumer and utilized in the preparation of the Individualized Plan for Employment (IPE).

OVR shall pay for the CVE at the rate of \$650.00.

Expenditure code: 10H

Responsibility of CRP

The CVE:

1. Shall not be conducted until prior authorization is received from OVR
2. Shall be individualized
3. Shall be conducted timely after prior authorization received.

The Comprehensive Vocational Evaluation shall include:

1. Physical and psychomotor capacities
2. Intellectual capacities

3. Work-related behavior
4. Interests, attitudes, and knowledge of occupational information
5. Personal, social, and work history
6. Aptitudes
7. Educational and vocational achievements
8. Work skills, transferable work skills, and work tolerance
9. Job seeking skills
10. Identification of work and non- work- related needs
11. Possible employment objectives
12. Ability to learn about oneself as a result of the information obtained and furnished through the evaluation process
13. Environmental work conditions
 - a. Heights, extreme temperatures, smells, sounds
14. Accommodations or adaptive equipment/tool needs
15. Learning style
 - a. The ability to understand, recall, and respond to various types of instruction

The CVE data shall be supplemented by personal interviews and behavioral observations. As well as the CRP CVE Evaluator should assess the consumer for job fit based on interests and capabilities, opportunities in geographical labor market, and information obtained by OVR. The CVE shall include:

1. A written report
2. Interpretation of results of any assessment data obtained
3. How information relates to vocational goal of consumer

The CRP CVE Evaluator shall review results with counselor and consumer, allowing the consumer the opportunity to ask questions or receive clarification.

OVR will pay the CRP \$650.00, once provided with an accurate and detailed written report and invoice.

NOTE: Standardized assessment tools utilized by the CRP CVE Evaluator must be provided in accessible formats, if requested.

Vocational Assessment Services

The Vocational Assessment is an individualized process that reflects the consumer's mental and emotional needs. This is typically a tool utilized for consumers who do not receive a comprehensive vocational evaluation.

Responsibility of OVR

OVR shall provide the CRP with any existing pertinent medical and/or other information, in compliance with HIPPA standards, at the time of the referral with written consent of the consumer.

OVR shall inform the evaluator of any specific questions that need to be addressed in the assessment. These results shall be discussed with the consumer and utilized in the preparation of the Individualized Plan for Employment (IPE).

OVR rates for Assessment services are as follows:

Vocational Assessment: \$225.00
Academic Assessment: \$110.00
Aptitude Assessment: \$110.00
Interest Assessment: \$110.00

The expenditure code for these is 10P.

Responsibility of CRP

The Vocational Assessment shall include:

1. A Vocational Interest Assessment- the administration of an interest inventory, and/or compilation of behavioral observations of consumer.
2. An Individual Vocational Interview- which includes, but is not limited to, questions regarding past work experience, educational history, physical capacities, vocational interest areas, and perception of abilities.
3. An Academic Assessment- which includes, but is not limited to, testing in both reading and arithmetic.
4. An Aptitudes Assessment- which provides the ability to obtain a profile of aptitudes, as designed by the [Dictionary of Occupational Titles \(DOT\)](#).

The CRP shall provide a written report, including test results, a summary as it relates to consumer's vocational potential, any requested information from OVR, and invoice to OVR.

OVR will pay the CRP once a written report, summary, and invoice is received and approved.

Supported Employment Services

The Kentucky Office of Vocational Rehabilitation (OVR) continues to establish and implement supported employment services in the Commonwealth. Through collaboration with agencies, organizations, and funding services for persons with most significant disabilities, OVR can assist many individuals in achieving competitive integrated employment.

CRP's providing supported employment (SE) services must adhere to the [Association for Persons Supporting Employment First \(APSE\)](#) ethical standards.

Any CRP employee who retains a Certification in Rehabilitation Counseling (CRC) must adhere to the [CRC Code of Professional Ethics](#).

A vendor may provide supported employment (SE) services for individuals with most significant disabilities who are considered eligible, based on their need for ongoing support services to maintain employment. Supplemental services include person-centered job selection, job development, and individualized placement services (no enclaves, work crews, or other group placements), on- and off-job site training and support, and all other services necessary to assist the consumer in maintaining employment.

Required Training

All staff delivering SE services shall participate in the Supported Employment Training Project (SETP) offered through the [University of Kentucky Human Development Institute](#). This training is conducted through online activities. Participants must pass quizzes to successfully complete the required training. This training must be completed within six (6) months of hire date.

Any Employment Specialist not holding a certification (i.e., CRC, CESP, ACRE, Marc Gold & Associates) shall be required to acquire fifteen (15) hours of continuing education units (CEUs) annually.

NOTE: At least four (4) hours must be specific to serving individuals who are deaf, blind, or DeafBlind.

NOTE: The OVR CRP CEU form shall be completed, maintained by the provider, and submitted to OVRCRP@ky.gov by July 1st

Extended Services may be provided to a youth with a disability who is participating in supported employment. Extended services are often referred to as follow-up. These services are provided after intensive supported employment services have been provided. Simply, this is the service period after outcome milestones have been achieved.

Extended Services is defined as ongoing support services needed to support and maintain an individual with a most significant disability including a youth with a disability, in supported employment. VR is not permitted to provide extended services to an individual with a most significant disability who is not a youth with a most significant disability. 34 CFR 361.5 (19)

Youth with a Disability is defined as an individual with a disability who is not younger than 14 years of age and is not older than 24 years of age. 34 CFR 361.5 (58)

Responsibility of OVR

All consumers served shall have an IPE developed by OVR.

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

Employment goals shall be determined, and the IPE signed by mutual agreement between the counselor and consumer. The counselor shall issue an authorization for services and the vendor shall provide services within authorized time frame.

Review invoices and required documentation prior to processing for payment to ensure accuracy in data and service delivery.

Responsibility of CRP

The vendor shall serve individuals with most significant disabilities (eligibility determined by OVR).

The vendor shall provide services within an authorized timeframe. If an extension is needed, a written request shall be submitted to the counselor. The request shall explain the need for an extension and include an expected service completion date.

The vendor is responsible for submitting the signed authorization with invoice, with detailed description of service, completion date, along with any pertinent case notes or appropriate documentation.

Activity notes should describe in detail each service provided to the consumer and shall be submitted to OVR by the fifth (5th) of each month. Each date of service shall include a note specific the services provided on the given date.

Under normal circumstances, a minimum of five (5) new VR consumers shall be accepted and served annually by each vendor. Consumers deemed as “served” is not contingent on achieving outcome milestones. If a vendor is unable to reach this requirement, the CRP shall communicate with the CRP Branch in effort to develop a resolution.

The CRP shall ensure that employment outcomes meet the federal definition of [“Competitive Integrated Employment”](#) as in 34 CFR 361.5(9). Competitive integrated employment means full or part-time work, including self-employment, whereby an individual is compensated at a rate that’s not less than the state or local minimum wage and is not less than what’s stated in section 6(a)(1) of the Fair Labor Standards Act of 1938. The wage cannot be less than the customary rate for employees who are not individuals with disabilities who work in the same or similar positions with similar skills, training, and experience. The individual must be eligible for the same benefits as other employees, and work in an integrated setting where an individual with a disability has the same opportunity to interact with individuals without disabilities to the same extent as employees who are not individuals with disabilities and who are in similar positions interact with these people. Opportunities for advancement must also be present to the same degree as employees who are not individuals with a disability who have similar positions.

Long-Term Support Plans shall be developed for each consumer. The CRP must have a minimum of two (2) contacts per month with each consumer throughout the

consumer's term of employment. Both contacts must be at the worksite and face-to-face. See (34 CFR (37)(iii)(A)(B). Specific circumstances allow for offsite monitoring, such as requests made by the consumer and/or guardian. After one (1) year of stable employment, the CRP, when appropriate, may institute a "Step Down Support" plan. A request that is submitted prior to one-year must be initiated by the consumer and/or guardian. The CRP must provide their respective CRP Consultant with a completed Step-Down Support Plan that states the details of such requests.

The vendor shall provide individualized extended services for each consumer using the following sources of funds: state general funds, agency resources, Medicaid Waiver funds based on eligibility, PASS/IRWE, and/or other individually determined resources.

Traditional Supported Employment

Traditional Supported Employment is for a consumer with most significant disabilities and requires initial and extended support services throughout their term of employment.

Responsibility of OVR

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

OVR shall:

- a. Pre-authorize for services
- b. Complete an IPE
- c. Review invoices and required documentation prior to processing for payment to ensure accuracy in data and service delivery.
- d. Assure that the consumer is performing job tasks well and is satisfied with employment.

OVR will pay the CRP once a written report, summary, and invoice is received and approved. These rates are as follows:

Person Centered Job Selection: \$1,000.00 (Exp. Code: 10Q)

Job Development: \$1,000.00 (Exp. Code 35E)

Stable Employment Outcome 30-Days: \$1,000.00 (Exp. Code 35S)

Stable Employment Outcome 60-Days: \$2,000.00 (Exp. Code 35T)

Stable Employment Outcome 90-Days: \$2,000.00 (Exp. Code 35U)

Stable Employment Outcome 120-Days: \$0.00

Stable Employment Outcome 150-Days: \$0.00

Stable Employment Outcome 180-Days: \$0.00

Additional SE Services (approved by branch): \$50.00/hour (Exp. Code 35G)

Extended Services: \$50/hour (Exp. Code 73A)

Responsibility of CRP

The CRP shall:

- a. Ensure employees complete continuing education requirements at the rate of fifteen (15) hours of CEU's annually, four (4) of which pertain to serving individuals who are deaf, blind, or DeafBlind.
- b. Develop person centered employment activities and completed the Person-Centered Employment Plan (PCEP).
- c. Complete PCEP by day 75 from authorization date.
- d. Submit activity notes by the 5th of each month.
- e. Assure that all job development activities are based on the PCEP.
- f. Submit "Job Development" activity notes to the OVR counselor by the 5th of each month.
- g. Submit monthly documentation at appropriate times. (i.e., 30, 60, 90, 120, 150, 180)
- h. Submit a Long-Term Support Plan after 90-days of stable employment.
- i. Be responsible for provision of extended services necessary to help the individual remain employed. After OVR funding has been utilized the CRP must have resources in place to provide extended services throughout the individuals term of employment.

CRPs approved to provide traditional SE services must provide specific documentation. The list of required documents can be found under ["Traditional Required Documents"](#).

Program and Documentation Flow

1. Referral and Authorization
2. Person Centered Employment Plan Activity Note
3. Person Centered Employment Plan
4. Job Development Note
5. Work Summary
6. Stable Employment Activity Note
7. 30-Day Stable Employment Summary, with invoice
8. 60-Day Stable Employment Summary, with invoice
9. 90-Day Stable Employment Summary (Long Term Support Plan), with invoice
10. 120-Day Stable Employment Summary
11. 150-Day Stable Employment Summary
12. 180-Day Stable Employment Summary

Individual Placement and Support

Individual Placement and Support (IPS) assists individuals with serious mental illness and substance use work in competitive integrated employment settings of their choosing. The consumer must meet OVR eligibility standards with a diagnosis of

serious mental illness or substance use diagnosis and requires extended services. Through the utilization of Establishment Contracts, the Office of Vocational Rehabilitation may implement IPS for the purpose of serving individuals with intellectual and developmental disabilities.

IPS is an evidence-based practice of supported employment for individuals with serious mental illness and/or substance abuse conditions. IPS supported employment assists individuals in obtaining and maintaining competitive integrated employment consistent with their personal preferences. The IPS model adheres to eight (8) primary principles:

- 1) Competitive Employment
 - a) Jobs anyone can apply for, pay at least minimum wage/same pay as coworkers with similar duties, and have no artificial time limits imposed by the social service agency.
- 2) Systematic Job Development
 - a) Employment specialists systematically visit employers, who are selected based on the job seeker's preferences, to learn about their business needs and hiring preferences.
- 3) Rapid Job Search
 - a) IPS programs use a rapid job search approach to help job seekers obtain jobs rather than assessments, training, & counseling. The first face to face contact with the employer occurs within 30 days.
- 4) Integrated Services
 - a) IPS programs are integrated with mental health treatment teams. Employment specialists attach to 1 or 2 mental health treatment teams, which discuss their caseload.
- 5) Benefits Planning
 - a) Employment specialists help people obtain personalized, understandable, and accurate information about their Social Security, Medicaid, and other government entitlements.
- 6) Zero Exclusion
 - a) People are not excluded based on readiness, diagnoses, symptoms, substance use history, psychiatric hospitalizations, homelessness, level of disability, or legal system involvement.
- 7) Time-Unlimited Supports
 - a) Job supports are individualized and continue for as long as each worker wants and needs the support. Employment Specialist have face to face contact at least monthly.
- 8) Work Preferences
 - a) IPS program services are based on each job seeker's preferences and choices rather than the employment specialist's and supervisor's judgments.

NOTE: Referrals for IPS services may originate from the CRP to from OVR or OVR to CRP. If a referral is from the CRP to OVR, that does not guarantee approval for IPS services.

NOTE: OVR counselor shall expedite application process by meeting with consumer and completing an OVR application within ten (10) business days from referral.

NOTE: To be considered a referral, a referral form must be completed and sent to OVR, or the potential consumer must have had a referral document completed by OVR. Instructing the potential consumer to contact OVR does not qualify as a referral.

Responsibility of OVR

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

OVR shall:

- a. Pre-authorize for services
- b. Authorization for Career Profile can be generated at Application, or shortly thereafter, as diagnostic.
- c. Complete an IPE within ten (10) business days from completion of Career Profile and Job Search Plan, or OVR eligibility determination, whichever is the latter.
- d. Explore consumer's need for extended services.
- e. Authorize for Job Development upon completion of the IPE.
- f. Review invoices and required documentation prior to processing for payment to ensure accuracy in data and service delivery.
- g. Assure that the consumer is performing job tasks well and is satisfied with employment.

OVR will pay the CRP once a written report, summary, and invoice is received. These rates are as follows:

Career Profile: \$750.00 (Exp. Code: 11D)

Person Centered Job Selection (approved by branch): \$1,000.00 (Exp. Code: 11C)

Job Development: \$1,000.00 (Exp. Code 39A)

Stable Employment Outcome 30-Days: \$1,000.00 (Exp. Code 39B)

Stable Employment Outcome 60-Days: \$2,000.00 (Exp. Code 39C)

Stable Employment Outcome 90-Days: \$2,000.00 (Exp. Code 39D)

Stable Employment Outcome 120-Days: \$0.00

Stable Employment Outcome 150-Days: \$0.00

Stable Employment Outcome 180-Days: \$0.00

Additional SE Services (approved by branch): \$50.00/hour (Exp. Code 39E)

Extended Services: \$50/hour (Exp. Code 73B)

CRPs approved to provide IPS services must provide specific documentation. The list of required documents can be found under [“Individual Placement and Support \(IPS\) Required Documents”](#).

Responsibility of CRP

The CRP shall:

- a. Complete a Career Profile as the initial assessment (used for all individuals receiving IPS services). This shall be completed within fifteen (15) business days of the authorization. **NOTE:** The Career Profile takes place of the Person Center Employment Plan for individuals receiving IPS services.
- b. Provide Job Development Notes to OVR by the fifth (5th) of each month.
- c. Provide the Work Summary report once a competitive integrated job is obtained and deemed consistent with vocational goal identified on IPE.
- d. Ensure employees complete continuing education requirements at the rate of fifteen (15) hours of CEU’s annually, four (4) of which pertain to serving individuals who are deaf, blind, or DeafBlind.

Program and Documentation Flow

1. Referral and Authorization
2. Career Profile
3. Job Search Plan
4. Job Development Note
5. Job Start Plan
6. Work Summary
7. Stable Employment Activity Note
8. 30-Day Stable Employment Summary, with invoice
9. 60-Day Stable Employment Summary, with invoice
10. 90-Day Stable Employment Summary (Long Term Support Plan), with invoice
11. 120-Day Stable Employment Summary
12. 150-Day Stable Employment Summary
13. 180-Day Stable Employment Summary

Customized Supported Employment

Customized Supported Employment (CSE) is defined as competitive integrated employment for an individual with most significant disabilities that is based on strengths, needs, and interests of the individual with a disability, designed to meet the specific abilities of the consumer, and the business needs of the employer, and carried out through flexible strategies.

For CSE, successful completion of service means that the individual has been employed at least 90 calendar days and is stable in a customized job that is identified in the Vocational Profile; is satisfied with the job and has a satisfactory number of hours of work scheduled each week; and has extended services in place to ensure stable employment continues after the case file is closed.

Responsibility of OVR

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

OVR shall:

- a. Pre-authorize for services
- b. Complete an IPE.
- c. Review invoices and required documentation prior to processing for payment to ensure accuracy in data and service delivery.
- d. Assure that the consumer is performing job tasks well and is satisfied with employment.

OVR will pay the CRP once a written report, summary, and invoice is received and approved. The rates are as follows:

Customized Person-Centered Job Selection: \$1,750.00 (Exp. Code: 11E)

Visual Resume: \$200.00 (Exp. Code: 39O)

Planning Meeting: \$200.00 (Exp. Code 11F)

Needs Analysis: \$300.00 (Exp. Code 39M)

Job Development: \$1,900.00 (Exp. Code 39H)

Job Analysis: \$500.00 (Exp. Code 39N)

Stable Employment Outcome 30-Days: \$1,500.00 (Exp. Code 39I)

Stable Employment Outcome 60-Days: \$2,000.00 (Exp. Code 39J)

Stable Employment Outcome 90-Days: \$2,500.00 (Exp. Code 39K)

Stable Employment Outcome 120-Days: \$0.00

Stable Employment Outcome 150-Days: \$0.00

Stable Employment Outcome 180-Days: \$0.00

Additional SE Services (approved by branch): \$50.00/hour (Exp. Code 39L)

Extended Services: \$50/hour (Exp. Code 73C)

CRPs approved to provide CSE services must provide specific documentation. The list of required documents can be found under [“Customized Required Documents”](#).

Responsibility of CRP

- a. The CRP shall:
- b. Be certified to do CSE through Marc Gold and Associates.
- c. Work with individual a minimum of 25 individualized hours in Discovery to complete the Vocational Profile.
- d. Complete the Expanded Person-Centered Employment Plan (Vocational Profile) within the given time frames.
- e. Plan and attend planning meetings to accomplish goals (i.e., identifying unique job features to consumer).
- f. Make employer contacts, develop jobs, and place individual on worksite within six (6) months of initial authorization.
- g. Be responsible for provision of extended services necessary to help the individual remain employed. After OVR funding has been utilized the CRP must have resources in place to provide extended services throughout the individuals term of employment.

Program and Documentation Flow

1. Referral and Authorization
2. Person Centered Employment Plan Activity Note
3. Vocational Profile
4. Visual Resume
5. Planning Meeting
6. Needs Analysis
7. Job Development Note
8. Job Analysis
9. Work Summary
10. Stable Employment Activity Note
11. 30-Day Stable Employment Summary, with invoice
12. 60-Day Stable Employment Summary, with invoice
13. 90-Day Stable Employment Summary (Long Term Support Plan), with invoice
14. 120-Day Stable Employment Summary
15. 150-Day Stable Employment Summary
16. 180-Day Stable Employment Summary

Adjustment Services

Adjustment Services are for consumers who need to address employment related issues. Consumers may or may not require job placement or employment follow-up services provided by the CRP. Adjustment Services shall not exceed 90 days.

Responsibility of OVR

OVR shall provide the CRP with any existing pertinent medical and/or other information, in compliance with HIPPA standards, at the time of the referral with written consent of the consumer.

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

Adjustment Services shall be authorized at time of referral with an ending date no later than three (3) months after the authorization date.

Responsibility of CRP

The Adjustment Service includes:

- A written plan of services consistent with the purpose for which the consumer was referred.
- A monthly written progress report.
- A final summary report when service is completed.

A copy of the plan shall be sent to the OVR counselor within two (2) weeks of start date.

NOTE: CRP agencies approved to provide SE or E&R services are deemed qualified to provide adjustment services. Requests for implementation of these services must be clearly indicated to OVR on the vendor application and approved by the CRP branch. Agencies seeking to provide adjustment services only, must provide documentation indicating the respective staff have at least one (1) year of experience in serving individuals with disabilities specific to employment related areas.

OVR will pay the CRP once a written report, summary, and invoice is received and approved. These rates are as follows:

Adjustment Services: \$2,000.00

Expenditure code: 36B.

Transportation Services

Transportation services may be utilized to assist a consumer in participating in OVR approved rehabilitation services provided by the CRP. Specific guidelines can be found in the OVR Policy and Procedure Manual.

Skills Training

Some CRPs provide specialized skill(s) training programs. The fee and terms of payment for these courses shall be negotiated with each CRP. For additional information, please contact the CRP branch.

Existing, non-skill(s) training Service Fee Memorandums (SFM) may also be utilized to access skill(s) training services. For example, the Pre-Vocational Service Fee Schedule may be utilized to access skills training programs.

Community Work Transition Program

*Oversight of Community Work Transition Programs is provided by the OVRs Transition Services Branch.

“Community Work Transition Program” (CWTP) means the vocational rehabilitation program designed to assist OVR students who have identified work as a possible desired post-school outcome and have demonstrated a need for assistance to transition from high school to post-school activities, including employment. Students who may be considering work-sheltered facilities earning a sub-minimum wage post high school may also participate in CWTP for experiential work opportunities. The goal of this program and all services provided is community work exploration and competitive, integrated employment.

CWTP utilizes the unique services of a qualified employment specialist (ES) to provide:

1. Pre-ETS for students in their 9th and 10th grade year, in individual and/or group services (i.e., job exploration and counseling, work-based learning experiences, post-secondary counseling, workplace readiness training in the areas of social skills and independent living, and self-advocacy instruction)
2. Transition services, individually only (i.e., transition planning, career assessment, job development, job coaching, community job placement, and post-school follow-up services).

CWTP in conjunction with SE

Students participating in CWTP must require specialized training, support, and follow-up that only CWTP can provide (i.e., systematic, individualized community based vocational evaluation, career exploration, job placement, on-the-job training, follow-up services). OVR must document the specific functional limitations that support the need for CWTP. When a student is in CWTP and needs supported employment services to maintain employment after graduation, the following guidelines apply:

1. The SE provider may become involved with the student during the last semester.
2. The Lead Job Developer will continue to be the CWTP staff person.
3. The SE provider may act as a consultant to work with CWTP.
4. The consultation fee may be authorized to cover such activities as planning meetings with the student, OVR, CWTP staff and others; record reviews; consultation regarding VR goal selection and job development; IEP/ITP meetings and other individualized services.
5. The SE provider and the CWTP staff shall work together to plan for a smooth transition for the student.

If a student leaves school with a job

The CWTP shall be eligible to receive the 60-day follow-up fee according to CWTP guidelines. During these 60 days, CWTP staff shall work with the SE provider to ensure a smooth transition to long term supports. The SE provider is not eligible to receive a SE Job Development Fee but will be eligible to receive fees pertaining to the 30, 60, and 90-day outcome milestones.

If a student leaves school without a job

The SE provider is eligible to receive the appropriate SE Job Development Fee, followed by SE Outcome Fees, according to guidelines. Decisions for supplemental information, such as a Person-Centered Employment Plan or Career Profile, may be necessary and will be determined on an individualized basis.

If a student is still in school

When planning for SE services for a student still in school, all decisions should be individually determined. Exceptions to the above guidelines should be discussed with and approved by the Transition Services Branch Manager and the CRP Branch Manager.

Responsibility of OVR

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

OVR will pay the CRP once a written report, summary, and invoice is received and approved. These rates are as follows:

Supported Employment Consultation in conjunction with Community Work Transition Programs: \$300.00 (Exp. Code: 35N)

Pre-Vocational Services

“Pre-Vocational Services” refers to services available to OVR eligible adults who need, or could benefit from one (1) or more of the following:

1. Job Exploration Counseling
 - a. Interest inventories, career pathways, exploring in-demand occupations and interview skills.
2. Work-Based Learning Experiences
 - a. Job shadowing, touring companies, job training, internships, apprenticeships, short-term employment, on-the-job training, and learning about jobs.
3. Post-Secondary Counseling
 - a. Providing information on course offerings, career options, types of trainings available, advising on academic curriculum, application, and admission processes, completing the FAFSA and disability support services.
4. Workplace Readiness Training

- a. Soft skills training, communication and interpersonal skills, financial literacy, travel training, job seeking skills, and employer expectations.
5. Self-Advocacy Instruction
 - a. Rights and responsibilities, requesting accommodations/services/supports, communicating needs, and information interviews.

Required Training

Any Employment Specialist not holding a certification (i.e., CRC, CESP, ACRE, Marc Gold & Associates) and delivers Pre-Vocational Services shall be required to acquire five (5) hours of continuing education units (CEUs) annually.

Responsibility of OVR

OVR Shall:

- a) OVR Community Rehabilitation Program Branch will review requests for CRP to provide Pre-Vocational Services. If approved, OVR may refer individuals to CRP staff and authorize for services.
- b) OVR Community Rehabilitation Program Branch will review proposals to provide group Pre-Vocational Services and notify the CRP of approval status or recommendations for improvement in writing within 30 calendar days.
- c) OVR Counselor will communicate to CRP the reason for referral and expected result of services provided by the CRP.
- d) OVR Counselor will verify that each individual referred for Pre-Vocational Services meets OVR eligibility criteria and that each individual is in need of identified services prior to authorization and service provision.
- e) Pre-Authorize for services.
- f) OVR Counselor may approve exceptions and monitor services provided by CRP.

OVR will pay the CRP once reports and invoices have been received and approved. The rate is as follows:

\$35.00 per hour not to exceed 30 hours or \$1050 per individual.

- This rate applies to both group and individual services.
- Services may be provided in group or individual format or combination of both.

The expenditure code for this is 36Q and Budget is CRP

Responsibility of CRP

CRP Shall:

- a) Submit a CRP Application Addendum form requesting to provide Individual Pre-Vocational Services to OVR Consultant.
- b) Submit a proposal for approval to OVR prior to conducting group activities. A group is considered two (2) or more individual and shall not include more than fifteen (15) without an approved exception.
- c) Provide a referral to designated OVR staff for Pre-Vocational Services. Guardian consent must be obtained for individuals who do not retain their own rights.
- d) Acquire the appropriate authorization prior to providing services.
- e) Submit monthly reports by the 5th of each month.
- f) Submit invoices quarterly by the 5th of each month. Invoices may be submitted monthly if approved by OVR Counselor.
- g) Submit exception request to respective OVR counselor.
- h) Ensure employees complete five (5) hours of CEU's annually.

OVR will pay the CRP once reports and invoices are received and approved. The rate is as follows:

\$35.00 per hour not to exceed 30 hours or \$1050 per individual.

- This rate applies to both group and individual services.
- Services may be provided in group or individual format or combination of both.

The expenditure code for this is 36Q and Budget is CRP

CRPs approved to provide Pre-Vocational services must provide specific documentation. Documentation can be acquired by contacting the CRP Branch OVRCRP@ky.gov

Pre-Employment Transition Services

“Pre-Employment Transition Services” (Pre-ETS) means services available to students with a disability who are “eligible” or “potentially eligible” during their 9th and 10th grade year unless an exception is approved in advance by OVR. Services will focus on:

1. Exposure to local labor market opportunities
2. A variety of community settings; and,
3. Allow the student to explore and experience possible careers of interests.

“Pre-ETS activities” means:

1. Job Exploration Counseling
 - a. I.e., interest inventories, career pathways, exploring in-demand occupations, and interview skills.

2. Work-Based Learning Experiences
 - a. I.e., job shadowing, touring companies, job training, internships, apprenticeships, short-term employment, on-the-job training, and learning about jobs.
3. Post-Secondary Counseling
 - a. I.e., providing information on course offerings, career options, types of trainings available, advising on academic curricula, application, and admission process, completing the FAFSA and disability support services.
4. Workplace Readiness Training
 - a. I.e., soft skills training, communication and interpersonal skills, financial literacy, travel training, job seeking skills, and employer expectations.
5. Self-Advocacy Instruction
 - a. I.e., rights and responsibilities, request accommodations/services/supports, communicate needs, and informational interviews.

Students may receive a maximum of 15 hours per quarter. Hours may be a combination of group and individual services. Requests for exceptions to the 15-hour maximum for Potentially Eligible students will be directed to the Transition Services Branch Manager. Requests for exceptions to the 15-hour maximum for eligible students with an Individualized Plan for Employment will be directed to the Vocational Rehabilitation Counselor.

Responsibility of OVR

Verify that each individual referred for Pre-ETS meets the definition of “student with a disability” and that each individual is in need of identified services, prior to service provision.

Determine appropriateness of recommended Pre-ETS for each student prior to the start of service sessions.

OVR will pay the CRP once a written report, summary, and invoice is received. These rates are as follows:

- One (1) student billed at \$72.00/hr.
- Two (2) students are billed at a \$38.88 (per student) hourly rate for a total of \$77.76 per hour.
- Three (3) students are billed at a \$29.52 (per student) hourly rate for a total of \$88.56 per hour.

- Four (4) students are billed at a \$23.76 (per student) hourly rate for a total of \$95.04 per hour.
- Five (5) to ten (10) students are billed at the base rate per hour with a total of \$110.00 per hour.
- Eleven (11) to twenty (20) students are billed at the base rate per hour with a total of \$150.00 per hour.
- Twenty-one (21) or more students require an exception request to be sent to and approved by the OVR Transition Services Branch Manager.

Responsibility of CRP

The CPR shall:

1. Limit group sizes to a maximum of twenty (20) students based on the average number of students with a disability in a classroom. Groups of students with disabilities should be kept small to ensure students have the support they need to participate in services. However, there may be occasions where it is appropriate groups larger than twenty (20) to participate in a Pre-ETS. This will require approval from the Transition Services Branch Manager.
2. Seek written approval from OVR prior to conducting group activities with more than twenty (20) students. All such proposals must ensure that all costs are necessary reasonable, allocable, and allowable under state and federal law.
3. Providers will utilize the Pre-VR System for data exchange of Student Information including Referral Forms, Documentation of Disability, services provided, hours, group size, activity notes, and outcomes.
 - a. Providers shall not begin services prior to student approval in the Pre-VR System. Services provided without prior approval will not be paid.
4. Providers will submit service hours, activity notes and outcomes through the Pre-VR system by the 5th of the following month. Service hours cannot be entered after the 5th. Example: Service provided in September are required by the 5th of October.
5. Pre-ETS Coordinators will review hours, activity notes and outcomes by the 15th of the month. Note: If activity notes and/or outcomes are insufficient, Coordinator may request additional information or not approve service hours.
6. Approved services will appear on the Approved Services reports in the Pre-VR system after the 15th of each month.
7. Provider will use the Approved Services reports to create invoices which must be submitted to OVR by the last day of the month. Invoices will be emailed to OVRInvoices@ky.gov.

Example: Services provided in September, approved in October, shall be invoiced by October 31st.

Employment and Retention

The Employment and Retention (E&R) program is designed for individuals needing assistance in acquiring competitive integrated employment but do not require long-term support.

For E&R, successful employment means a consumer has been placed in gainful employment consistent with IPE, satisfied with employment, have the expectation that employment will continue without further CRP services and has been working successfully on the job for at least 90 consecutive days. The employment must be consistent with the consumer's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

Employment must be in an integrated setting, as defined in the Rehabilitation Act as: "a setting typically found in the community in which applicants or eligible individuals interact with non-disabled individuals other than non-disabled who are providing services to those applicants or eligible individuals, to the same extent that non-disabled individuals in comparable positions interact with other persons".

Optimally, employment should be full-time and should include fringe benefits (i.e., employer-related health insurance). However, employment can be part-time if the consumer and OVR have determined that part-time employment is more appropriate.

Required Training

Any Employment Specialist not holding a certification (i.e., CRC, CESP, ACRE, Marc Gold & Associates) shall be required to acquire fifteen (15) hours of continuing education units (CEUs) annually, with at least four (4) hours specific to serving individuals who are deaf, blind, or DeafBlind. Documentation shall be maintained by provider and supplied to OVR.

Responsibility of OVR

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

OVR shall:

- Discuss all viable service options with consumer.
- Maintain contact with consumer to provide necessary counseling and support for the total rehabilitation program.
- Review invoices and required documentation prior to processing for payment to ensure accuracy in data and service delivery.
- Assure that the consumer is performing job tasks well and is satisfied with employment.

OVR will pay the CRP once a written report, summary, and invoice is received. These rates are as follows:

Priority 1 or 2- Employment and Retention

Completed Day 1 (one time only): \$500.00 (Exp. Code: 71A)

Completed 45 Days (one time only): \$1,000.00 (Exp. Code: 71B)

Completed 90 Days (one time only): \$3,000.00 (Exp. Code: 35L)

Priority 3 or 4- Employment and Retention

Completed Day 1 (one time only): \$500.00 (Exp. Code: 71A)

Completed 45 Days (one time only): \$1,000.00 (Exp. Code: 71B)

Completed 90 Days (one time only): \$2,500.00 (Exp. Code: 35L)

Responsibility of CRP

The CRP shall:

1. Provide needed services, in accordance with the IPE, leading to a placement in an appropriate job.
2. Provide needed services after placement for consumer to retain employment.
3. Provide written monthly reports to OVR.
4. Ensure employees complete 15 hours of CEU's annually, four (4) of which pertain to serving individuals who are deaf, blind, or DeafBlind.

CRPs approved to provide E & R services must provide specific documentation. The list of required documents can be found under ["Employment & Retention Required Documents"](#).

Bonus Payments

CRPs can earn two (2) bonus payments from OVR. These fees were developed to increase the quality of employment outcomes for individuals receiving competitive employment outcomes, **OR** supported employment outcomes, and to improve the agency's performance related to quality employment outcomes.

To qualify for the \$1,000.00 bonus payment, the following must be met:

- Consumer meeting a specific targeted wage.
- The target wage is set at the beginning of each program year and issued after July 1 via service fee memorandum. This can be found on OVR's website under ["Service Fee Memorandums"](#).
- Must work a minimum of 20 hours per week.

To qualify for the \$500.00 bonus payment, the following must be met:

- Employer paid comprehensive health insurance (i.e., employer is paying 51% or above coverage premium).

NOTE: Supplemental insurance does not meet the requirement for bonus payment.

CRPs shall submit adequate documentation that criteria have been met to bill for bonus payment(s). For Employment and Retention, requests, and supplemental documentation shall be provided with the 90 Day Report.

Supported Employment bonus requests may be submitted from the start of extended services up to VR case closure. In cases where the targeted wage has been modified due to changes in program year the benchmark should be the lesser targeted wage.

If an employer offers health insurance and the consumer denies coverage, the bonus payment should still be paid to the CRP.

Community Rehabilitation Program Branch

For additional information or assistance, please contact:

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***CRPs SHALL ENSURE THAT ALL CRP STAFF WHO SERVE VR CONSUMERS
HAVE RECEIVED A COPY OF, OR HAVE REVIEWED, THE CRP MANUAL.**